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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

FROM : [REDACTED], J.A. 25X1A9a

DATE: 9 November 1949

SUBJECT: Report of Operations by the General Services Branch during the month of October, 1949.

Volume:

a. Requests for services on hand prior to October	5
b. Requests for services received in writing during October	240
c. 1. Orders submitted to GSA chargeable to quarterly encumbrance.	137
2. Special orders submitted to GSA not chargeable to quarterly encumbrance \$3,140.00	10
3. Orders submitted to GSA nonreimbursable	89
4. Approximately 1720 phone calls received during October.	
d. Space moves during October	23
Total personnel moved	173
Equipment moves	47
Man hours worked by GSA	1076
Estimated cost	<del>\$1545.70</del>
e. Requests for services on hand October 31.	29
f. Reimbursement to GSA for regular assigned laborers to warehouse. 3536 man hours ~ 21 per day average	<del>\$4957.64</del>
g. Protective Services (GSA Guard Posts)	
Reimbursable Posts - \$35,100.00	81
Non-reimbursable Posts	26
h. Monies paid to GSA during month of August	
GSA Guards	\$30,983.21
GSA Laborers and trucks	6,401.69
Alterations and Installations	10,042.64
Miscellaneous	1,161.22
i. Problems: None	

48568.1

Attachment